

**BELOW ARE GENERAL GUIDELINES FOR ALL SOLICITATIONS. PLEASE SEE SCHEDULE SPECIFIC TECHNICAL REQUIREMENTS ATTACHMENTS FOR SCHEDULE SPECIFIC VARIATIONS TO THE REQUIREMENTS BELOW.**

**FACTOR 1, CORPORATE EXPERIENCE**

The following must be provided in addition to any other information requested elsewhere in this solicitation for any stand alone services being offered:

- 1) For stand alone services offered under this solicitation, an offeror is expected to have at least two (2) years of Corporate Experience.

Offerors must submit a two-page (maximum) narrative describing the company's corporate experience providing the types of services offered under the SINs offered. Your company must have provided these types of services to either a Government or Commercial entity for a minimum of two (2) years as noted above. At a minimum, your narrative must include the following:

- i) Organization's number of years of corporate experience in providing the services offered in the SINs proposed.
  - ii) Organization's size, experience in the field, and resources available to enable the offeror to fulfill requirements of the size anticipated under any resultant Schedule contract;
  - iii) Brief history of the organization's activities contributing to the development of expertise and capabilities related to this requirement;
  - iv) Information that demonstrates the offeror's organizational and accounting controls and manpower presently in-house or the ability to acquire the type and kinds of personnel proposed;
  - v) Describe/identify how you intend to market these services to federal clients;
- 2) No substitution for Corporate Experience will be considered.

**FACTOR 2, RELEVANT PROJECT EXPERIENCE**

- 1) Most recent 2 years of Financial Reports (Balance Sheets and Income Statements)
- 2) Company Profile to include background and qualifications of management team
- 3) Company Training Requirements for each Labor Category Offered (if applicable)
- 4) Description of each labor category offered
- 5) For each service SIN offered, the offeror must provide descriptions of a minimum (depending on SIN offered) of two (2) projects. Each description must state the SIN to which it applies, and identify the specific services being proposed for that SIN.
- 6) The projects must either have been completed within the last two years or be on-going. For on-going contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year task orders, at a minimum, the first year must have been completed.
- 7) The offeror must demonstrate that the tasks performed are of a similar complexity to the work solicited under each SIN. The offer may provide the same project for more than one SIN as long as the description identifies which specific work relates to each SIN. All examples of completed services must have been found to be acceptable by the client. Project descriptions shall not exceed four pages per project.
- 8) Each project description shall include the following customer reference information:
  - i) Project/Contract name
  - ii) Customer/Client Name
  - iii) Brief summary of the project as a whole (background, purpose, etc.)
  - iv) Dollar Amount of Contract and Dollar value received for the work performed relevant to the SIN offered
  - v) Project Duration, which includes the original estimated completion date and the actual completion date
  - vi) Point of Contact, current telephone number, and current email address.
  - vii) A copy of the Statement of Work for the project; this does not count against the limitation of four pages per project.